

**Request for Proposal
Rain Garden Maintenance
City of Dexter, MI**

Introduction

The City of Dexter is seeking candidates or firms qualified to maintain and care for the City's two (2) rain gardens. Together the rain gardens measure approximately 3,200 square feet. The firm or candidates selected will remove non-native plant species (including root systems), maintaining the rain gardens in a weed-free condition. The desired work will begin in mid-May (as necessary), and will be performed through mid-October. See a description of the work below. In 2014, the Village provided volunteer and paid staff to provide periodic weeding, but has determined the level of effort is greater than can be met by existing staff. We anticipate the first weeding in mid-May to be the most labor intensive in order to meet the specified performance standards listed below; subsequent months will be less labor intensive. Prospective bidders are invited to visit the site before submitting a proposal. The rain gardens are located along Jeffords Street, south of Main Street and adjacent to Mill Creek Park in downtown Dexter, MI.

Scope of Services

The following is a list of the minimum services to be provided:

- Provide qualified personnel to perform the desired level of service as requested.
- Staff shall be skilled in plant identification to ensure that installed plants are not removed accidentally. A complete list of installed plants and a brief overview of these plants will be provided to the contractor at the commencement of the work.
- Maintain the rain gardens in a weed-free state (including roots), resulting in an exposed mulch bed where specified plants have not provided cover.
- Utilize handwork to remove weed root systems (cutting weed flush with the ground will not be considered an acceptable level of service). Herbicides or pre-emergents are not permitted.
- Conduct an intense weeding in mid-May, which results in 95% removal of visible non-native plant species. Once work is commenced, it shall be continuous until the weeding is fully complete.
- Perform monthly weed removal thereafter, which results in 100% removal of visible non-native plant species. Once work is commenced, it shall be continuous until the weeding is fully complete.
- Give special attention to annual and bi-annual weeds that develop seed heads. Removal of these weeds shall be a priority and completed before they develop seeds.
- Tamp disturbed soil to hinder future weed growth.
- Dispose of all weeds in an orderly fashion. This may be done by either removing the weeds from the site or by disposing of the weeds in compostable bags that can be removed by the City's Department of Public Works staff.
- Provide a preliminary work schedule, which identifies the number of staff on-site along with the number of estimated work hours per month to provide the desired level of service.

Required Knowledge and Qualifications

The vendor or candidate will have detailed knowledge in the identification of grasses and forbs. Applicants must have proven experience in plant identification and work of this type.

Preference will be given to applicants experienced in native landscape maintenance and are able to perform the work as specified.



Option to Extend

The term of this RFP is for one year, with services being performed for six (6) months of the agreement term. The City of Dexter may extend the term of this contract for one (1) year; provided that the City of Dexter gives the vendor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the City of Dexter to an extension.

If the City of Dexter exercises this option, the extended contract shall be considered to include this clause.

Proposal Evaluation

Proposals will be evaluated on a qualifications basis and cost. Factors to be considered include the qualifications and experience of the contractor, compatibility of the firm/individual to work with City staff and officials, familiarity with and understanding of the City of Dexter, and proposed fees. The City may elect to interview one or more candidates prior to recommending a final selection to City Council.

Submittal Instructions

To be considered, proposals must be submitted in a sealed envelope, clearly marked "RFP – Rain Garden Maintenance," and received by 2:00 pm on Thursday, April 9, 2015 by mail or hand delivery to:

Justin Breyer
Assistant to the City Manager
8123 Main St.
Dexter, MI 48130

The proposal must include:

- 1) Executive Summary – This part of the response should be limited to a brief narrative describing the processes used in garden maintenance. The summary should contain as little technical language as possible and should be oriented toward non-technical personnel.
- 2) Cost Proposal - A detailed description of the costs to the City of Dexter for the proposed work to be performed.
- 3) Background – A brief description of the vendor, including: relevant experience, number of employees, technical certifications, and formal education. A resume may substitute for this requirement.
- 4) Client references – Vendors must include a list of at least three client references, preferably governmental clients within the State of Michigan. Please include the name of the client along with contact information.

Reservations

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the city to award a contract.

